

# Defense Civilian Personnel Data System (DCPDS)

## DCPDS Portal User Guide



# Introduction

Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace user's easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the *DCPDS Portal* as

- Common Access Card (CAC) user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

# CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

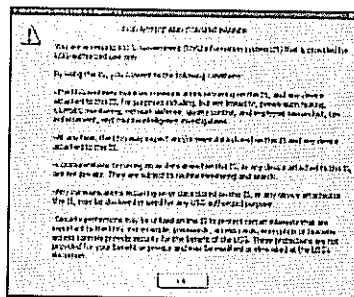
Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

**Note:** Only Components who have implemented the DCPDS Portal will be available for access.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.

**Note:** Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

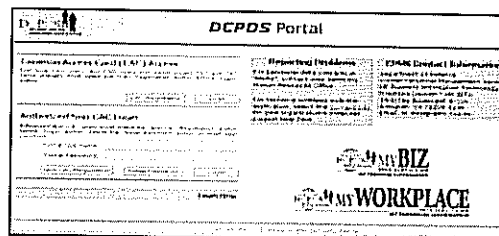
2. Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.



Screen 1: DoD Notice and Consent Banner

**Note:** After selecting **OK** button, the DCPDS Portal page displays.

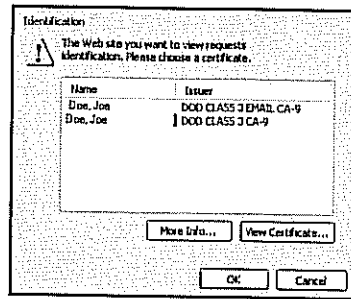
3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

4. Select your non-email certificate at the *Choose a Digital Certificate* screen.

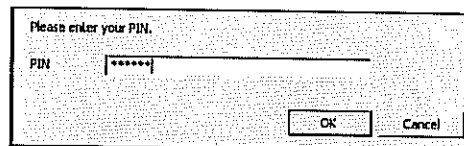
5. Select the **OK** button.



Screen 3: Choose a Digital Certificate

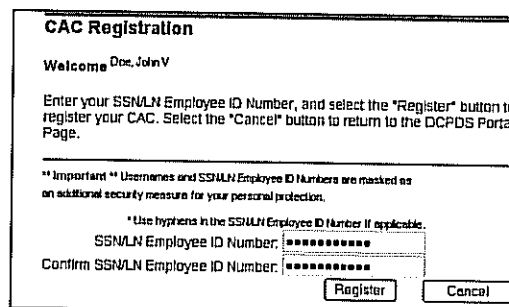
**Note:** Always select the non-email certificate.

6. Enter your PIN and select the **OK** button.



Screen 4: PIN

7. The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
- a. Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
  - b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)



Screen 5: DCPDS CAC Registration

- c. Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter the following in the Regions Association section of the screen:

- Enter your HR/My Biz/My Workplace Username. (Social Security number w/ hyphens)
- Confirm your HR/My Biz/My Workplace Username.

Screen 6: DCPDS Regions Association

**Note:** For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the **Submit** button.

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.

Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
  - a. Choose and select a database using the drop-down list.
  - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.

**Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application**

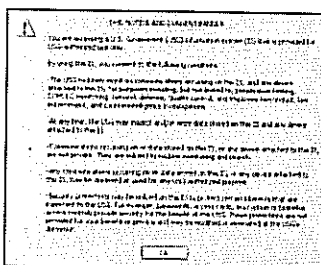
- If your username is not found on a database, an error message displays. Select the **Back** button and re-enter your information.

**Screen 9: Unable to Validate Your Information**

# CAC User Name Change Process

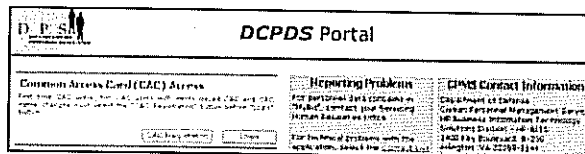
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.



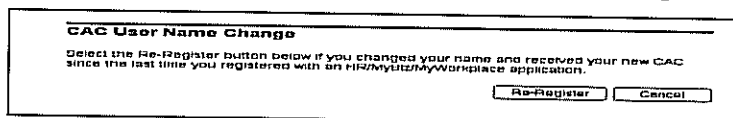
Screen 10: DoD Notice and Consent Banner

3. Select the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 11: DCPDS Portal Page

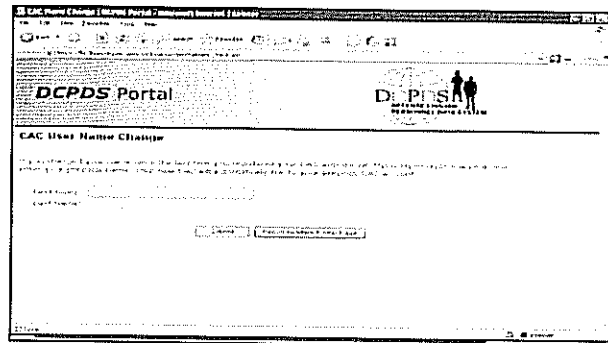
4. Select the **Re-Register** button in the *CAC Username Change* region.



Screen 12: CAC Registration

5. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

6. Select the **Submit** button.

The screenshot shows a web browser window with the address bar displaying "http://www.dcpds.com/". The page title is "CAC User Name Change". The main content area has a heading "CAC User Name Change" and a subheading "Please enter the new user name for the CAC user." Below this, there is a text input field labeled "New User Name" and a "Submit" button. The page also features a "DCPDS Portal" logo and a "DCPDS" logo with the text "Department of Corrections" and "Prisoners' Rights & Welfare".

**Screen 13: CAC Username Change**

**Note:** The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page, CAC Access Region* and select **Login**.